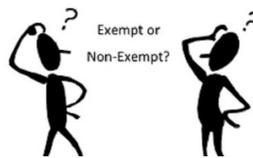


FREQUENTLY ASKED QUESTIONS ABOUT TIME AND ATTENDANCE

Q1 - What's the difference between exempt and non-exempt employees?



A - Exempt (or salaried) employees report their time on an exception basis. Exempt employees should enter time in the case of a full-day absence as well as a partial-day Family and Medical Leave (FML) absence. Additionally, exempt employees are not eligible for overtime.

A - Non-exempt (or hourly) employees are paid by the hour and must record their time daily. Non-exempt employees **MUST** be paid overtime for any hours physically worked more than forty (40) hours during a work week.

Q2 - What is the County's workweek?

A - It is Saturday 12:00 a.m. to Friday 11:59 p.m.



Q3 - Can I average my time over a pay period or multiple weeks?

A - **NO**. Each work week stands alone.

Q4 - As an exempt employee, can my pay be docked for working a partial day?

A - Exempt employees must be paid if they physically WORK any portion of a day. The only time an exempt employee should enter time for a partial day worked would be in the case of FML for tracking purposes.

Q5 - What constitutes a full-time employee?

A - A full-time County employee is scheduled to regularly work at least forty (40) hours in a workweek (Saturday 12:00 a.m. to Friday 11:59 p.m.).



Q6 - How important is it to enter my time on my timesheet in the Employee Portal?

A - Employees must record ALL time accurately. For non-exempt employees, beginning and ending time must be rounded to the nearest quarter (.25) of an hour with any time over 7.5 minutes to be counted as a full quarter of an hour. For exempt employees, all full-day absences must be recorded on the timesheet in addition to any partial-day absences related to FML. **Entering inaccurate time is considered falsification of an official government document and may be considered fraud, which could result in discipline up to and including termination of employment.**



Q7 - Who should enter time records?

A – All employees should enter their own time using the Employee Portal (ESS). All time entered should be accurate, reflecting time worked as well as absences from the workplace. **Entering inaccurate time is considered falsification of an official government document and may be considered fraud, which could result in discipline up to and including termination of employment.**



Q8 - Who should approve the employee's time records?

A - Immediate supervisors should approve time records. If it is necessary for a supervisor or departmental time administrator to alter an employee's time record, the employee should be notified. **Approving inaccurate time records is considered falsification of an official government document and may be considered fraud, which could result in discipline up to and including termination of employment.** To avoid paying an employee incorrectly, time worked must **not** be approved in advance.



THE SUPERVISOR

Q9 - Can I change my work schedule?

A - Employees cannot alter their work schedule without prior approval from their supervisor. This is true for both exempt and non-exempt employees.

A - Non-exempt employees should not work overtime without prior approval from their supervisor. Non-exempt employees who fail to receive prior approval prior to working overtime may be disciplined.



Q10 - As an exempt employee, can I be disciplined for time and attendance issues?

A - Yes. Employees are required to work their assigned work schedule. No employee can alter their work schedule without prior approval from their supervisor. This is true for both exempt and non-exempt employees.

DISCIPLINE

Q11 - Is my department required to give me a meal break?

A - No. Meal breaks will be established and scheduled by your supervisor to fit the needs of the department. Meal breaks for non-exempt employees should be uninterrupted; otherwise, the time may be considered compensable.

Q12 - Is my department required to give me breaks or rest periods during my shift?

A – No. Tarrant County is not required to provide rest periods (breaks). However, if your department provides rest periods, they must be counted as hours worked if they last twenty (20) minutes or less. If a non-exempt employee takes a rest period that lasts longer than twenty (20) minutes, the time is not compensable.



Q13 - Can my supervisor deny my leave request?

A - Yes.



Q14 - Does the County have comp time?

A - No.



Q15 - Does the County have flextime?

A - Yes. However, flex-time is allowed ONLY in the same work week (Saturday to Friday) and must be approved in advance by the supervisor. Flex-time cannot be “banked” for future use.

Q16 - Am I required to work more than forty (40) hours per week?

A - Employees are expected to comply with a reasonable request to work extra hours and may be subject to disciplinary action for failure to work as requested. This is true for both exempt and non-exempt employees.



Q17 - Can I work from home?

A - Tarrant County has a Telecommuting Policy. Eligible employees may telecommute with the approval of their Appointing Authority and the County Administrator's Office.



Q18 - If I am missing work intermittently related to a health condition, do I have to be on Family and Medical Leave (FML)?

A - Yes. FML is the law; it is not a choice. If absences are the result of a qualifying FML condition/event, whether continuous or intermittent, eligible employees must be placed on FML. Should you have questions regarding qualifying conditions/events or FML, please contact Xaymara Martinez at 884-1801 or HRConfidential@tarrantcountytexas.gov or your department's FML liaison.



Q19 - As a non-exempt employee, can I read and/or respond to messages from my mobile phone, computer, or other device while at lunch or outside of my work schedule?

A - Non-exempt employees should **NOT** be expected to or allowed to read or respond to electronic messages or calls while on a meal break or when off duty unless compensated for their time based on Fair Labor Standards Act (FLSA) guidelines.



Q20 – Does the County close for inclement weather?

A - Generally, no. If the County remains open during inclement weather, employees will be required to use benefit time or take the time off without pay if they don't report to work. If the Commissioners Court or County Judge closes the County, details for time reporting will be provided by County management. In either scenario, all time should be reported and approved accurately as directed.



Q21 - How is overtime calculated?

A - Non-exempt employees must be paid overtime for any time physically worked more than forty (40) hours in a workweek. Paid holidays and paid absences are not counted as time worked for overtime purposes. Discretionary paid leave may not be utilized in a manner to exceed forty (40) hours reported in a work week. Discretionary paid leave includes vacation, sick/personal leave, inactive leave, sick pool, military leave, and absent without paid leave.



Q22 – Can I take a leave of absence without pay?

A - Employees may be granted a leave of absence by their Appointing Authority without pay for a maximum period of ninety (90) business days (720 hours), either cumulatively or intermittently. Paid benefit time will not accrue during the leave of absence without pay, and employees will be responsible for paying the full insurance premiums. If the cumulative unpaid leave (excluding FML absences) exceeds the ninety days, an employee may be terminated.
